



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
12-2008

OPEN TO: US Citizen Eligible Family Member (EFMs)
POSITION: Security Escort, FP-09
OPENING DATE: February 26, 2008
CLOSING DATE: Open-Ended
WORK HOURS: While Actually Employed (WAE)
COMPENSATION: USD *
GRADE: FP-09
LENGTH OF APPOINTMENT: One year with extension options
WAE

***Please contact the HRO for the salary of this position.**

The U.S. Embassy in Algeria is seeking an individual for the position of Security Escort.

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF US GOVERNMENT EMPLOYEES ASSIGNED TO POST TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

BASIC FUNCTION OF POSITION

The incumbent will serve as Security Escort for uncleared workers and visitors in the Controlled Access Area (CAA) and areas contiguous to the CAA in addition to performing courier escort duties. This is a WAE position with an intermittent work schedule and the incumbent will be required to periodically work outside normal business hours, including weekends, early morning and/or evening and/or nights.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** High school Diploma required.
2. **Prior Work Experience:** One year of any type of paperwork processing in any field.
3. **Language Proficiency:** Fluent English is required.
4. **Other criteria:** Should have a good understanding of OSHA standards and security requirements at the Mission.
5. **Other Skills and Abilities:** Must possess strong interpersonal skills to work with visitors, workers, airport officials and colleagues at all levels. Should be able to perform manual lifting (25 pounds) and typing skills (25 wpm) to type reports on occasion.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
 - Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open-Ended

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resource Office**
Attention: Security Escort, Vacancy Announcement #12-2008
Point of Contact: Human Resource Office
Fax: 021-60-73-35
E-mail: USEmbassyAlgiers_app@state.gov

